

SECRET

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

14 July 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (1-70)

DATES 24-29 August 1969 (Sunday afternoon-Friday afternoon)

LOCATION

25X1A

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under

25X1A

active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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PRECOURSE  
WORK

Approximately 20 hours. Pre-course work and administrative information will be sent on or about Wednesday, 6 August 1969.

REGISTRATION

Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 30 July 1969. No substitutions to be made after that date because of extensive pre-course work requirements.

TRAVEL ORDERS  
AND COST

Responsibility of participating office.

ADDITIONAL  
INFORMATION

On course content, call extension  
[REDACTED] On registration, extension

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